

**Duty Statement**  
**State Compensation Insurance Fund**  
**Corporate Legal – Attorney IV**

**Employee's Name (First, Last):** XXX  
**Program:** Legal Department  
**Position's Authorized Classification (and Range):** Attorney IV  
**Position Title:** Attorney IV – Corporate Legal  
**Incumbent Appointment Classification (and Range):** Attorney IV  
**CBID:** R02  
**FLSA STATUS:** Not covered (WWG SE)  
**Work Unit:** Corporate Legal  
**Report To:** Assistant Chief Counsel  
**Location:** Orange County  
**Position Serial Number:**

**PURPOSE/SCOPE:**

Under the direction and supervision of an Assistant Chief Counsel, the Attorney IV represents State Fund in handling/litigating more complex, sensitive, and difficult\*\* civil cases and/or corporate advice and/or transactions matters and assignments necessary to defending and reducing State Fund's legal exposure. This position handles civil litigation before state and federal courts, administrative agencies, and arbitration boards and/or representation of State Fund in connection with corporate advice matters and transactions, contract review and negotiation; regulatory matters central to State Fund's business; service on task forces and legal projects; and legal research. This position may advise any of State Fund's Directors, Executives, Officers, Managers, Attorneys, Employees and Representatives, and stakeholders.

The Attorney IV will act as lead attorney and does not supervise attorney staff, but may act in a lead capacity and mentor over Attorney III and Attorney as necessary.

\*\* The Attorney IV is expected to work primarily on the more complex, sensitive, and difficult legal matters and assignments, which consist of features including but not limited to the following:

- High to very high impact to the State Fund business environment.
- High to very high political/reputational/media impact, implications, or sensitivity which may involve consumer and business issues.
- High to highest potential dollar amount of the transaction or risk.
- Handles the majority of individual matters with the high to highest potential exposure to State Fund.
- Exceptionally difficult matters involving opposing counsel with high level of specialization.
- High to very high potential to appear in multiple (number and variety) of forums and jurisdictions
- Participate on "project" type work where matters have been consolidated and coordination of multiple parties/issues is necessary.
- Novel and high industry focus on legal issue(s) involved (new or unsettled points of law) in litigation and/or advice and/or business transactions and related matters.
- Precedent setting or financial exposure where there is a possibility of high to very high impact on State Fund.
- Potential reputational risk involving significant consumer and business issues and multi-media coverage.
- Potential regulatory exposure where State Fund is subject to investigation or enforcement proceedings.
- Potential business practice exposure with likelihood of major adjustments to practices and processes.
- Legal analysis of legislative materials and their impact on State Fund.

- High amount of time/resources needed to litigate (a reflection of the above factors) with a high degree of independence and broad discretion allowed by the Legal department and under minimal supervision.

**In performing the required function, the Attorney IV shall:**

- Effectively and competently represent State Fund, consistent with the law and State Fund's approved policies, procedures, and guidelines.
- Advise and counsel internal business partners.
- Provide quality customer service in a timely manner.
- Maintain a high level of professionalism with State Fund, its employees, clients, and the legal community.
- Comply with the Code of Conduct.
- Maintain a safe working environment.
- Defend State Fund against fraudulent activities.
- Maintain good customer relationships with internal and external business partners and stakeholders.
- Review TeamConnect content to ensure it is properly documented against potential future legal exposure.
- Manage legal records.
- Properly maintain assigned equipment.

**Supervisor's Statement:** I have discussed the duties of this position with the employee

Supervisor's Name (print)	Supervisor's Signature	Date
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**Employee's Statement:** I have discussed with my Supervisor the duties of the position and have received a copy

Employee's Name (print)	Employee's Signature	Date
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Duty Statement Origination or Revision Date: -----

**KEY RESULTS/ESSENTIAL FUNCTIONS:**

In all aspects of performing the following Key Results/Essential Functions the incumbent will comply with the Code of Conduct and maintain regular and predictable attendance and/or communication availability during working hours. Employees are responsible for keeping management reasonably apprised of their schedule and whereabouts.

The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

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**I. PERFORM THE MORE COMPLEX, SENSITIVE, AND DIFFICULT ADVICE, LITIGATION AND/OR TRANSACTIONAL WORK (THIS IS AN ESSENTIAL FUNCTION OF THE JOB)**

- Conduct a wide variety of research.
- Analyze applicable legal principles and precedents and apply them to assigned cases and assignments in an appropriate and effective manner.
- Prepare and manage matters including developing case strategies and budgets, appropriate fact investigation and/or discovery through depositions, statements of witnesses, review of documents, contracts, policy, employment and medical records, and analysis of the status of a matter, thereby consistently obtaining favorable results.
- Review all court decisions and file appropriate and timely appeals as required.
- Timely prepare and respond to discovery requests (including but not limited to subpoena or records or witnesses).
- Timely conduct legal research, summarize relevant legal precedents, prepare legal memoranda and/or pleadings and communications with stakeholders and the courts.
- Prepare witnesses for deposition and trial and principals and/or stakeholders for meetings, negotiations and/or presentations.
- Provide advice and counsel to internal business partners in making timely decisions under the law on the more complex, sensitive and difficult matters and transactions.
- Manage and advise on the most complex dispute and/or transactional matters.
- Properly prepare and present cases including discovery, depositions, interrogatories, requests for admission, pre-trial motions, and statements of witnesses.
- Effectively resolve matters in a manner that consistently obtains favorable results to State Fund.
- Draft, review and revise legal documents.
- Resolve legal issues and provide proactive legal advice and counsel on assigned disputes and transactions.
- Research and summarize laws and cases, oversee research and summaries prepared by others and effectively apply such knowledge.
- Effectively negotiate with outside parties, with consideration for productivity and quality of result, on the more complex, sensitive and difficult matters.
- Complete assignments timely and provide regular status reports to stakeholders and managers.
- Legal analysis of all forms and documents created by Corporate Legal to identify best work product to be reused by others lawyers in Corporate Legal.
- Review accounts with outstanding premium to provide legal evaluation and evidence to support collection actions.
- Research, analyze and catalogue historical legal positions of State Fund.
- Research, analyze and catalogue historical case precedents related to State Fund (civil, WCAB, regulatory/administrative).
- Provide the more complex, sensitive, and difficult litigation support such as large-scale discovery, investigation, subpoenas, litigation holds, and trial support.
- Legal analysis and reporting at conclusion of matters.
- Determine potential legal impacts to the organization.
- Conduct negotiations with opposing attorneys, hearing representatives, and outside counsel.
- Work cooperatively with a variety of individuals and organizations, and maintain the confidence and respect of others.
- Review and interpret proposed, new and existing legislation in order to minimize and manage risk to State Fund.

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**II. LEGAL LIAISON / LEAD ATTORNEY  
(THIS IS AN ESSENTIAL FUNCTION OF THE JOB)**

- Implement and carry out responsibilities necessary for effective and efficient administration of assigned functions through: formulation of expert legal opinions in a broad variety of advice matters that are more complex, sensitive, and difficult. Lead and direct litigation teams and work with other attorneys and internal business partners as needed.
- Assist Legal Management in implementing uniform Legal Management procedures, case processing, electronic or digital legal business processes, and case handling metrics.
- Lead and assist with projects/initiatives involving assembled teams or efforts at the behest of Legal Management. Effectively handle multiple projects and priorities within appropriate time frames while maintaining a high level of performance.
- Serve as Corporate Legal's representative on various committees such as, but not limited to those addressing analysis and implementation of legislation and regulation mandates.
- Review, analyze, and advise Legal Management and other State Fund business units on new and existing legislation impacting State Fund and its policies and operations. Recommend strategies to address legal trends and newly developing legal issues.

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**III. TRAINING  
(THIS IS AN ESSENTIAL FUNCTION OF THE JOB)**

- Develop training materials and conduct training for the Legal Department and other business partners and stakeholders at the direction of Legal Management.
- Maintain a very high level of expertise in Corporate Legal advice and/or transaction and/or litigation issues.
- Through group and individual training of attorney staff, assists in developing their expertise.
- Present seminar materials on specific subjects of expertise; provide direct and continuous training of legal personnel.
- Assist in the training and mentorship of more junior lawyers on practice area related issues.
- Review the work of other attorneys and clerical staff, as requested to assure high quality.
- Be readily available to other State Fund attorneys and clerical staff for consultation, direction and problem solving assistance.
- Maintain a high level of professional standards and deportment within the Legal Department and the legal community.
- Lead by positive example to effectively achieve department goals in line with corporate objectives.
- Participate in on-going skill-based, State Fund required and/or professional development and training.

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**IV. ADMINISTRATIVE AND OPERATIONS RELATED DUTIES AS ASSIGNED  
(THIS IS AN ESSENTIAL FUNCTION OF THE JOB)**

- Report transactions, accurately track work, and prepare reports and desired metrics as required and when requested by the Assistant Chief Counsel.
- Conduct inventory control, including but not limited to, reviews of files for destruction, and closure of files at the direction of the Assistant Chief Counsel.
- Ensure compliance with legal department processes and practice area strategy, including but not limited to Early Case Assessments, periodic matter evaluations and budgets, document management, and matter/case status reporting.
- Assist with preparation of budgets, major case reports, and other assigned metrics or general management activities.

- Create, update, and close (as appropriate) all matter records in TeamConnect.
- Ensure matter files are kept current and maintained in an orderly fashion.
- Maintain user mastery over State Fund's computer based technology.
- Provide coverage for Assistant Chief Counsel as needed.

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## **REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):**

### **Knowledge Areas:**

This practice requires mastery level of substantive and procedural State and Federal law as applicable to assignments; administrative codes and regulations; insurance law, regulations, and insurance or bad faith litigation issues; contract law; employment practices; labor code; California Code of Regulations; workers' compensation laws, regulations, trends and issues; federal and state laws governing business and corporations; State civil service law; and State Fund's operations, and authorized guidelines, procedures, and manuals; legal principles and their application; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Requires active membership in the California State Bar and admittance to practice before the California State Courts and eligibility to practice before the Federal District Courts and the Ninth Circuit Court of Appeal.

Attorney IV must have a minimum of ten years' experience practicing law, four years of which must have been at a level of responsibility equivalent to an Attorney III.

### **Skills/Abilities:**

- To analyze applicable legal principles and precedents and to apply them to assigned cases
- To write effective and persuasive legal memoranda, petitions, pleadings and appellate briefs.
- To effectively and verbally advocate for State Fund.
- To work independently and collaboratively as a team member with co-workers, management and other business partners.
- To provide training to internal and external customers and stakeholders.
- To work effectively with State Fund software applications and computer systems.
- To develop innovative solutions and strategies.
- Ability to balance the legal issues of a project with the goals of the business through the demonstration of strong, pragmatic business acumen and the ability to recognize the business consequences of legal advice.
- Strong, logical legal mind with the ability to apply abstract concepts of law to make timely, well-reasoned and appropriate decisions to solve problems.
- Effective negotiation skills to ensure State Fund's interests are protected to the fullest extent possible and risks reduced.
- Ability to successfully resolve legal issues and provide effective legal advice and counsel.
- Strong advocacy skills.
- Skilled at managing multiple tasks simultaneously and effectively.
- Ability to function independently, yet understands necessity of advising management of work progress and any unusual situations.
- Ability to work independently and efficiently under time pressures and deadlines in a fast-paced environment.
- Adaptable to changing environments.

- Exercise of sound judgment.
- Ability to work cooperatively with a variety of individuals and organizations.
- Strong leadership, managerial and interpersonal skills including ability to engender trust, respect and confidence.
- Excellent written and oral communication skills including the ability to communicate and interact effectively at all levels of the organization.
- Exemplary personal and professional integrity and business ethics.

## **WORK ENVIRONMENT:**

### **Physical Requirements:**

- Prolonged work at the computer (research, drafting, email, updating electronic case files, etc.) frequent light lifting, bending, reaching, carrying, and telephone work.
- Occasional lifting up to 20 pounds.

### **Travel:**

- Travel as necessary to fulfill duties as described.
- Travel may occasionally be from overnight to multiple days in duration.

### **Work Hours:**

Employees are expected to work all hours necessary to accomplish their assignments and fulfill their responsibilities. Employees will normally average forty (40) hours of work per week including paid leave; however, work weeks of a longer duration may occasionally be necessary.